

18 FEB 1972

Mr. Jean J. Couturier
National Civil Service League
1825 K Street, N.W.
Washington, D. C. 20006

Dear Mr. Couturier:

This is in response to your letter of 12 January 1972 addressed to Mr. Robert S. Wattles. Mr. Harry B. Fisher has replaced Mr. Wattles as Director of Personnel.

Attached is an application for membership in the League in Mr. Fisher's name. While we cannot, because of the nature of our Agency, fully participate in all of the League's activities outlined in your letter, we are happy to become members. All correspondence relating to membership in the League should be addressed to Mr. Fisher.

Sincerely,

SIGNED
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Executive Assistant
Office of Personnel

Att

Distribution:

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OP/D/SP/ [redacted] slr (16 Feb 72)
Rewritten: OD/Pers [redacted] dpm (18 Feb 72)

National Civil Service League

CPYRGHT

January 12, 1972

Mr. Robert S. Wattles
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Wattles:

I am writing this letter to invite your agency to join the National Civil Service League. The special benefits you will receive are highly worthwhile. They include direct technical assistance, reference and research services, conference workshops, and a broad range of valuable publications.

The League's special service capabilities for agency members are extremely far-reaching. At specially reduced costs, our experienced staff will apply our technical and policy advisory services to help solve the unique problems confronting your agency in such areas as affirmative action strategies, collective bargaining and labor relations, Emergency Employment Act requirements and manpower management systems design.

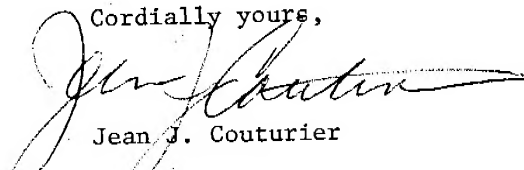
Through our new National Program Center for Public Personnel Management, we offer an information and resource library designed to help our members stay current on fast-breaking issues in the field.

In addition, you receive discounts on conferences, workshops and many special publications dealing with your most vital management needs. These might cover Upward Mobility Conferences, Test Validation and Personnel Selection Workshops, and Institutes on Organization, Planning and Development.

It is now 91 years since Theodore Roosevelt, Richard Henry Dana, Carl Schurz, and other civic-minded citizens joined together to form the National Civil Service League. Today, as explained by the enclosed folder, the factual and practical information offered by the League is truly unique. I am sure your agency will want to take an active role in our awards program...discover our clearing house of information...make use of newly developed systems designed to solve problems which confront you daily.

I look forward to welcoming you and your agency to full membership in the National Civil Service League. Mail the enclosed membership application form today. I will be watching my mail for your reply.

Cordially yours,



Jean J. Couturier

P.S. By joining the League at this time, your agency will receive a special bonus. It is a complimentary copy of our important Special Reference File Series, "The Development of the Civil Service System."



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NATIONAL CIVIL SERVICE LEAGUE

Stands Ready

To Help

You and Your Agency

Founded in 1881, the League is the oldest nongovernmental group in the nation working exclusively, and with in-depth expertise, on public manpower management problems such as those which confront you regularly.

As an agency member, you can call on us for assistance in such areas as:

- ☆ Job Structuring and Task Analysis
- ☆ The Potential and Limits of Job Redesign
- ☆ Development and Maintenance of Computerized Personnel Information Retrieval Systems
- ☆ Research on Minority Manpower Utilization on Federal, State, and Local Levels
- ☆ Interpretation and Implementation of Legislation such as the Emergency Employment Act of 1971

NATIONAL CIVIL SERVICE LEAGUE Offers Important Publications and Member Benefits

GOOD GOVERNMENT—A quarterly magazine for all members that deals with critical current manpower issues. Recent articles have covered such topics as: "How Can Women Improve Their Government Job Status?" "New York City's Manpower Organization: A Case Study in Planning and Coordination," and "Survey of Current Personnel Systems in State and Local Governments."

THE NCSL EXCHANGE—The League's monthly newsletter keeps members current on everything that affects the modernization of public personnel management systems. It discusses legislation, recruitment, the federal scene, state activities, jobs across the nation, court cases affecting public employees, and offers a calendar of coming meetings. In addition, it discusses the impact of programs and institutes.

REFERENCE FILE SERIES—A growing set of valuable booklets on such topics as:

- SCOPE OF CIVIL SERVICE LAWS
- PUBLIC SERVICE JOBS FOR URBAN GHETTO RESIDENTS
- PUBLIC EMPLOYMENT AND THE DISADVANTAGED
- TASK ANALYSIS FOR TRAINING THE DISADVANTAGED
- PERFORMANCE TESTING
- CASE STUDIES IN PUBLIC JOBS FOR THE DISADVANTAGED

REPORTS, SPEECHES, MONOGRAPHS AND ANALYSES—As published

NATIONAL CIVIL SERVICE LEAGUE Is Constantly Involved in Far-Reaching Projects

Through more than a dozen current projects, the League deals directly with 125 public jurisdictions. Highlights of major programs which may concern you include:

National Program Center for Public Personnel Management

A Ford Foundation grant assisted the League in founding a Washington clearinghouse to improve local public personnel management. The center also offers technical assistance and research at moderate cost. It provides a forum for policy issues and publishes a monthly "exchange of news" on how jurisdictions are modernizing their personnel systems.

Public Employment and the Disadvantaged Project

Through grants and contracts with three federal agencies, Labor, HUD, and OEO, League experts help local governments review their personnel practices, including the validity of their recruiting, testing, and training procedures with special attention to procedures which help foster employment of minorities and the handicapped.

Model Manpower Use Plan and Selection Research

Every mayor in the country probably has a list of the numbers and kinds of personnel his city needs. In cooperation with the Department of Labor, the League is researching the extent of unmet manpower needs as we develop model hiring plans.

National and Local Awards Program

The League presents the famed Career Service Awards Program—now in its 17th year—for federal employees and co-sponsors regional awards around the country.

The Law of Civil Service

Revision of this important legal reference work is underway and will present an authoritative review of personnel systems and actions in government and explain the administration of merit system laws.

NATIONAL CIVIL SERVICE LEAGUE Invites YOU To Become A Member

Agency membership is open to all organizations and agencies concerned with public personnel management and manpower reform. Dues are \$50 annually—and make available such **extra services** as direct technical assistance, reference and research services, conferences, workshops, institutes, and special publications at **reduced costs**.

Also, you, as an interested person, can join at a special rate for individual members. Individual membership is open to all who are interested in improving the management of government. Dues of \$15 annually are tax-deductible.

As a member you support our clearinghouse on developments in public manpower management, help us combat artificial barriers that discourage the able or discriminate against any group in our society.

**Benefit by the Values
that Membership in the
NATIONAL CIVIL SERVICE LEAGUE
Offers to You . . . Complete and Return
the Membership Application Now**

National Civil Service League

1825 K Street, N.W.—Washington, D. C. 20006

National Civil Service League

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and Practical Ideas
Designed To
Improve Your
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